
Manual for Insurance Companies

Financial Flows for Family Planning in 2013

1. Introduction

Family Planning 2020 – a global partnership that supports the rights of women and girls to decide, freely, and for themselves, whether, when, and how many children they want to have – was started in 2012 and works towards enabling 120 million more women and girls to use contraceptives by 2020.

In order to estimate the additional resources needed for reaching the abovementioned goal, there needs to be a clear idea of how much is currently spent on family planning and the allocation of such resources. Information on these expenditures is limited, and therefore this exercise aims to create a comprehensive picture of family planning expenditures within a country. Expenditures on family planning from the public sector, private sector and NGOs will be gathered.

The term “family planning” (FP) in this survey refers to projects, programmes and activities that offer the following methods and services:

Family planning methods:

- Male Condom
- Female Condom
- Pills
- Emergency contraception (pills)
- Injectables (all types – monthly and 3 months e.g. Depo Provera)
- Diaphragm
- IUDs (Copper T and other IUDs)
- Implants
- Female Sterilization
- Other

Family planning services:

Any services provided in relation to the first time provision or the continuous supply of any consumables. For example:

- Counseling on contraceptive methods or any other FP advise
- Treating any FP medical need (as consultation, diagnosis, monitoring health conditions, any FP clinical assessment)
- Female and male sterilization
- Prescription and provision of FP methods (first time or continued supply of FP methods)

Note: this survey does not include expenditures made to abortion-related services.

 **Deadline 15 December 2014**

Sections A to C of this survey refer to financial flows in calendar- or financial year **2013**.

We would like to thank you in advance for your kind cooperation. If you need clarification or further information, please contact the project staff at ResourceFlows@nidi.nl

2. Definitions of terms used in the survey

Financial year (FY): the period when the accounting year starts. Figures for 2013 should be included. If you are reporting in FY (as opposed to calendar year), please include family planning disbursements made from 1 July 2012 and onwards. For example: FY July 2012-June 2013, September 2012-August 2013, December 2012-November 2013, February 2013-January 2014, April 2013-March 2014, June 2013-May 2014 can all be included. In case the financial year started before July 2012 OR after 1 July 2013, this should not be included and is considered to be FY 2012 (for any start date before July 2012) and FY 2014 (for start date July 2013 and onwards).

Injectable:

Form of contraception injected into a muscle to prevent pregnancy. Examples include Depo-provera (providing protection for 12 weeks) and Noristerat (providing protection for 8 weeks).

Intrauterine Device:

An intrauterine device (IUD) is a form of long-acting reversible contraception in which a T-shaped (copper, hormonal or other) device is inserted into the uterus.

Payment made to providers:

A payment made to a provider who has provided a method or a service to a FP user. Only include payments to providers for services obtained in your country.

Reimbursement:

A compensation provided by the insurance company for an expense made by a policy holder and his/her dependants. Only include reimbursements to policy holders resident in your country.

Standard Days Method

Standard Days Method (SDM) is a method to prevent pregnancy by tracking the menstrual cycle and abstain from unprotected vaginal intercourse during the most fertile days.

3. Filling in the survey

! *In case the answer to any question is not applicable, we kindly ask you not to leave the line or box empty, but to indicate this by inserting 'NA'. In case the answer is unknown, please write 'UNKNOWN'.*

Section A. General Information 2013

A 3. Please use the local currency and make sure it is the same throughout the survey. In case you need to make conversions, kindly contact the project staff so that consistency can be ensured.

Section B. Overview of Financial Flows 2013

B 1. You are requested to summarise the total amount of reimbursements that were *actually spent/disbursed* by your organisation to policy holders and their dependants for family planning activities in 2013. As B 1 should be consistent with the total of the reimbursements for family methods and services specified in C 2, you may find it more practical to fill in section C first and then summarise these figures in section B.

B 2. You are requested to summarise the total amount of payments that were *actually spent/disbursed* by your organisation to providers for family planning activities in 2013. As B 2 should be consistent with the total of the reimbursements for family planning methods and services specified in C 4, you may find it more practical to fill in section C first and then summarise these figures in section B.

B 3. Sum the amounts provided in B 1 and B 2. The total in B 3 should correspond with C 1.

B 4. You are requested to summarize the total amount of management-related costs made for family planning in 2013. This includes costs made for processing claims and the purchase/outsourcing of family planning services (e.g. hiring an IT consultant to set up the patient record system/management information system needed for processing reimbursements).

Examples for calculating the amount for FP claim processing or purchase/outsourcing of FP services:

- 1) Cost of processing FP claim or purchase/outsourcing of FP services =
(Time spent by administrative staff processing FP claims/Total Time processing claims) *
(Administrative staff salary)
- 2) Cost of FP claim processing or purchase/outsourcing of FP services =
(Claims made related to FP/Total claims) * (Cost of processing total Claims)

These examples can be used for calculating the cost of processing FP Claims/Services made by policy holders or providers.

Section C. Reimbursements and Payments made for Family Planning in 2013

! *Note: only include domestic payments and reimbursements made to policy holders or providers within your country should be included!*

In this section you are requested to give information on: 1) reimbursements made to policy holders regarding FP methods and services and 2) total FP methods and service payments made to providers. Please note that after the completion of section C, the sum of the amounts given in C 2 + C 4 should be equal to C 1 (and B 4 in section B). **If you cannot provide a specific breakdown of the amount spent/disbursed by your organization for FP, then kindly estimate the proportion (i.e. percentages) of this amount which is allocated to each of the categories of this question.**

C 3. Reimbursements for FP Methods and Services

Include and add up all 2013 reimbursements for family planning methods and services, including condoms, contraceptive pills, injectables, implants, IUDs, male and female sterilization, diaphragm, and standard days method. Also include costs related to the counselling of family planning related methods or services e.g. on IUD insertion, sterilization, injectables, etc. The sum of these amounts should be entered under **Total Amount** and should equal the amount provided in B 1.

C 5. FP Payments made to Providers

Include and add up all 2013 reimbursements for family planning methods and services, including condoms, contraceptive pills, injectables, implants, IUDs, male and female sterilization, diaphragm, and standard days method. Also include costs related to the counselling of family planning related methods or services e.g. on IUD insertion, sterilization, injectables, etc. Also add costs related to the continuous supply of any contraceptives. For example, providers have logistics responsibilities and costs related to this. For example, the provider has to keep close track of its orders, receipts, stocks (e.g. the consumable with the oldest expiration date should be distributed first), refrigerate items, etc.

The sum of these amounts should be entered under **Total Amount** and should equal the amount provided in B2.